



Public Schools of North Carolina

21st Century Community Learning Centers Statewide Meeting August 14, 2019

Federal Program Monitoring & Support Division

Susan Brigman

Section Chief – East

State 21st CCLC Coordinator

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21st CCLC Program Administrators

**Please note at the time of this presentation, The 21st CCLC Grant Guidance document was in draft form. Throughout this presentation, asterisks (*) denote revisions made after the Statewide Meeting. Please refer to the final version of the 21st CCLC Grant Guidance approved in September 2019 for the most current and approved guidance.*

Monitoring Process

DPI is required to monitor the quality and effectiveness of the programs operating with funds provided through 21st CCLC grants ([EDGAR, 2 CFR § 200.331](#)). Monitoring reviews are conducted to ensure compliance with federal and state requirements and verify compliance with items included within the approved application such as assurances and budgets.

Monitoring not only serves to ensure compliance, but also provides a means to identify areas that require additional support and technical assistance. The Federal Program Monitoring and Support Division at DPI engages in four types of monitoring of federal programs which may be conducted as announced or unannounced.



Monitoring Timeline



For each organization's three-year grant cycle, monitoring is conducted as follows:

- Year 1 – Comprehensive Program and Fiscal Monitoring Reviews
- Year 2 – Program Quality Reviews and Fiscal Desk Review
- Year 3 – CPMRs, PQRs, FMRs and/or Fiscal Desk Review (based on a risk assessment)
- Monitoring (September-April)
- 30 Day Notification
- 30 Days to Respond
- Program Administrator- Regional Meetings (Monitoring Updates)



21st CCLC Grant Guidance Updates



Grant Guidance Sections

1. General Information
2. Fiscal Management
3. Fund Distribution and Reimbursement
4. Program Management
5. Staffing
6. Collaborations
7. Safety Policies and Procedures
8. Reporting Requirements
9. Program Evaluation
10. Subgrantee Monitoring
11. Termination of Grants



Appendices

1. Allowable Costs Checklist for Federal Program
2. Instructions for Completing Budget Form FPD 208
3. Amendment Forms
4. Vendor Electronic Payment Form
5. ERaCA Reconciliation Cover Sheet for Document Submission
6. Sample Screen Print for Non-Lea Document Submission
7. Voluntary Reduction or Termination of Grant Award
8. Field Trip Approval Form
9. Sample Program Documentation
10. Methods of Procurement
11. Waiver Request to Exceed the 70% Salary Cap* (Guidance page 15 and Appendix M page 80)





Updates

- Salaries * (Guidance page 15)
- Subcontractors*(Guidance page 16-17)
- Transportation Costs for Students*(Guidance page 17-18)
- Travel Expenses
- Program Income/Fees Prohibited
- Program Attendance
- Written Fiscal Procedures
- Records Retention
- Providing Healthy Snacks
- Continuation Application CCIP
- Related Documents



*Salaries

- Employees must be paid hourly
- Cannot exceed 70% of total yearly budget
- Must upload a Pay Rate Schedule in CCIP as component of budget approval

(Refer to Guidance page 15)



*Subcontractors



- Must upload contract proposals in CCIP as component of budget approval process
- Conflicts of interest prohibitions:
 - Vendors cannot be 21st CCLC program employees
 - Family members cannot be used for contract services
 - Supplies and goods cannot be purchased from a company in which an employee has financial interest

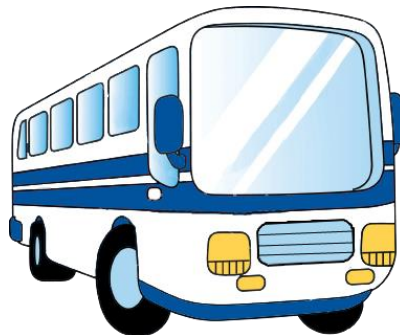
(Refer to Guidance pages 16-17)



*Transportation Costs for Students

- If the subgrantee is using a vehicle already owned by the organization to transport students, reimbursement of transportation costs must be based on total miles driven daily and must be multiplied by the current transportation rate for athletic events for the school district. Separate costs for vehicle maintenance cannot be charged to the 21st CCLC grant.

(Refer to Guidance pages 17-18)



Transportation

- **When using contractors for student transportation**, contracts must identify the rate per mile and subcontractors must submit an invoice prior to payment. Contractor invoices for payment must include, at a minimum:
- Dates of transportation
- From/to destination for each day
- Rate per mile as reflected in the contract
- Number of students transported
- Vehicle license plate number
- Total number of miles for the billing period

NOTES:

21st CCLC funds cannot be used to purchase vehicles.

Payment to contractors for transportation cannot be paid until the contract is approved by DPI (see [Section 2.E.](#)).

(Refer to Guidance pages 17-18)



Travel Expenses

- Program funds may be used to pay for travel expenses only for employees that are paid from 21st CCLC funds while attending DPI-sponsored meetings or professional development. Reimbursements made to staff for travel expenses must follow school district policies or policies of the NC Office of State Budget and Management's (OSBM's) [Travel Policies and Regulations](#).
- Employees cannot be reimbursed for meals unless staying overnight.
- Employees must pay for their own meals and submit expenditures on a travel reimbursement request form. Subgrantee organization credit cards cannot be used to pay for staff meals during travel.



Travel Expenses

- USED's [Frequently Asked Questions](#) document states that, “[g]enerally, there is a very high burden of proof to show that paying for food and beverages with Federal funds is necessary to meet the goals and objectives of a Federal grant.” To ensure that travel costs are 1) reasonable and necessary to accomplish the goals of subgrantee’s 21st CCLC program and 2) do not exceed charges normally allowed by DPI in its regular operations, **meal costs may only be reimbursed if there is an overnight stay.**



Program Income

- Effective December 1, 2018
 - Program income prohibited
 - Parent fees prohibited



Dear 21st CCLC Colleagues,

Recently, the U.S. Department of Education (USED) required State Education Agencies (SEAs) including NCDPI to submit in writing, whether or not program income/fees would be collected by the SEA and/or subgrantees as prior written approval must be given from USED for a State and its subgrantees to use program income for grant or subgrant activities. While USED does not forbid this practice, they recommend that states and subgrantees refrain from the collection of such fees. With this in mind, and due to recent audits in our state and across the nation, which indicated this is a highly risky practice, North Carolina informed USED that the SEA and subgrantees would not generate program income or collect fees. Therefore, effective December 1, 2018, 21st CCLC programs should no longer accept any parent fees or other sources of program income. While 21st CCLC programs have been allowed to collect program fees in the past, this practice will not be allowed going forward. If you have any question or concerns, please contact your Regional Program Administrator.



Program Attendance

- New focus on Average Daily Attendance (ADA)
- Data reviewed in CCIP by Program Administrators after funding installment
- Progressive action taken when ADA is below 70% of targeted enrollment



Total Attendance

Enrollment Goal = 100 students

Days in Period = 16 days

Total Attendance for Period = 658

Week	Monday	Tuesday	Wednesday	Thursday
1	25	30	30	24
2	50	52	50	30
3	52	50	45	40
4	60	50	40	30



Average Daily Attendance

Total days of
attendance for all
students

Total program
days for the
period

Average Daily
Attendance

A diagram illustrating the calculation of Average Daily Attendance. It consists of three blue circles arranged horizontally. The first circle contains the number 658, the second contains 16, and the third contains 41. Between the first and second circles is a division symbol (÷), and between the second and third circles is an equals sign (=).

$$658 \div 16 = 41$$

ADA Monitoring

- Enrollment Goal = 100
- 70% of Enrollment Goal = 70
- Actual ADA = 41
- What happens?
 - 1st Installment – Notice of Deficiency
 - 2nd Installment – Corrective Action Plan
 - 3rd Installment – Risk of Award Reduction





Public Schools of North Carolina



jennifer_smith9 DPI Data User Logout

Welcome Collection

Grantee

Term: 2018-2019 School Year Active: Yes Modified: All Submitted: All

Grantee:

Go Actions Attendance Summary

	Term	Cohort	Grantee	Active Status	Modified Status	Submitted	Grantee Name	Organization Type	Address	City	Zip Code	Contact	Phone	Email	Changed By	Changed On	No. of Centers	ADA
View	2018-2019 School Year	13	<input type="text"/>	Y	Y	Y	<input type="text"/>									07/02/2019 13:24:48	6	128

1 - 1 of 1

ADA Sample: Grantee had an ADA of 128 students across their 6 sites for the 2018-2019 School Year

Grantee's RFP # was 150 students

Therefore, this grantee had 85% ADA and exceeded the 70% goal

Written Fiscal Procedures

- **LEA Fiscal Policies and Procedures Template**
([pdf, 379kb](#))
- **LEA Fiscal Policy and Procedure Checklist**
([pdf, 145kb](#))



Developed by DPI School Business Division



Records Retention



- Records must be retained for a period of three (3) years from the date of submission of the final expenditure report.
- For continuation awards, records retained from the date of the submission of the annual continuation application.
- Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.



Providing Healthy Snacks



- Must document efforts to offset food costs including the date, person contacted, and final resolution
 - Food programs
 - School nutrition programs
 - Food banks
- **EXCEPTION:** May pay for appropriate snacks to address students that have disclosed dietary restrictions and/or food allergies



DPI School Nutrition

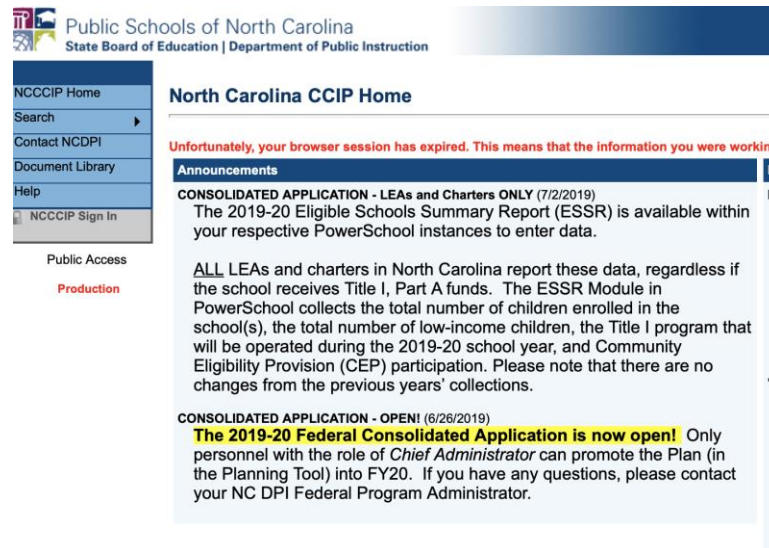
Afterschool Snack Example

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Grain-rich Blueberry Muffin, 2 oz Apple Juice, $\frac{3}{4}$ cup	Hard Pretzels, .8 oz Skim Chocolate Milk, 1 cup	Carrot Sticks, $\frac{3}{8}$ cup Celery Sticks, $\frac{3}{8}$ cup Low-fat Ranch Dip, 1 oz 1% Unflavored Milk, 1 cup	Low-fat Cheese Stick, 1 oz Whole Grain-rich crackers, .8 oz Water	Whole Apple, 125 ct, 1 cup Skim Chocolate Milk, 1 cup
Bagel, 1 oz Low-fat cream cheese, 1 oz Orange Juice, $\frac{3}{4}$ cup	Low-fat yogurt, 4 oz Graham Crackers, 1 oz Water	Ready to Eat Cereal, 1 oz eq 1% Unflavored Milk, 1 cup	Whole Grain-rich Bread, 1 oz Peanut Butter, 2 Tbsp Water	Animal Crackers, 1 oz Grape Juice, $\frac{3}{4}$ cup



CCIP Continuation of Funding Application Process and Timeline

- CCIP Opens – **Monday, August 19, 2019**
- Completed Applications must be submitted by **Monday, September 30, 2019**



The screenshot shows the North Carolina CCIP Home page. At the top, the header reads "Public Schools of North Carolina" and "State Board of Education | Department of Public Instruction". Below this is a navigation menu with links: "NCCCIP Home", "Search", "Contact NCDPI", "Document Library", "Help", and "NCCCIP Sign In". The main content area is titled "North Carolina CCIP Home" and contains a message: "Unfortunately, your browser session has expired. This means that the information you were working on has been lost. Please log in again." Below this is a section titled "Announcements" with two entries. The first entry is dated 7/2/2019 and states: "CONSOLIDATED APPLICATION - LEAs and Charters ONLY (7/2/2019). The 2019-20 Eligible Schools Summary Report (ESSR) is available within your respective PowerSchool instances to enter data." The second entry is dated 6/26/2019 and states: "CONSOLIDATED APPLICATION - OPEN! (6/26/2019). The 2019-20 Federal Consolidated Application is now open! Only personnel with the role of Chief Administrator can promote the Plan (in the Planning Tool) into FY20. If you have any questions, please contact your NC DPI Federal Program Administrator." The page also includes a "Public Access" section with a "Production" link.





Public Schools of North Carolina

Grant Details

Alamance-Burlington Schools (010) Regular Local School District - Alamance County - 2020 - 21st Century Community Learning Centers - Year 2 - Rev 0 - 21st Century Community Learning Centers - Year 2

Save And Go To ▶

1. Enter the total number of children served in PREVIOUS ACADEMIC year (should be cumulative record of school year and summer data).

100 a. Total served 30 days or more

125 b. Total enrolled

125 c. Total number to be served per the approved RFP

RFP Goals

2. Enter the total number of children to be served in the CONTINUATION year.

100

3. Provide a brief description of the school year component for the PREVIOUS ACADEMIC year. Include days/hours of operation, attendance, staffing and activities.

ABC [undo] [redo] [copy] [paste] [insert link] [insert image] [bulleted list] [numbered list] [indent] [outdent] [bold] [italic] [underline] [link] [font color] [background color] Font Name Size

Text goes here

School Year Component Details

4. Provide a brief description of the summer component for the PREVIOUS ACADEMIC year. Include days/hours of operation, attendance, staffing, and activities.

ABC [undo] [redo] [copy] [paste] [insert link] [insert image] [bulleted list] [numbered list] [indent] [outdent] [bold] [italic] [underline] [link] [font color] [background color] Font Name Size

Text goes here

Summer Component Details

1. Enter the total number of children served in **PREVIOUS ACADEMIC** year (should be cumulative record of school year and summer data).

a. Total served 30 days or more

b. Total enrolled

c. Total number to be served per the approved RFP

Business Rule: Mandatory, Numeric only (whole numbers).

2. Enter the total number of children to be served in the **CONTINUATION** year.

HMB: This was formerly Item 9.

Business Rule: Mandatory, Numeric only (whole numbers).

3. Provide a brief description of the school year component for the **PREVIOUS ACADEMIC** year. Include days/hours of operation, attendance, staffing and activities.

Business Rule: Mandatory text entry.

+

4. Provide a brief description of the summer component for the **PREVIOUS ACADEMIC** year. Include days/hours of operation, attendance, staffing, and activities.



5. Describe the activities that contributed to program success in the PREVIOUS ACADEMIC year.

ABC [undo] [redo] [bulleted list] [numbered list] [link] [unlink] [text color] [background color] [font name] [font size] [bold] [italic] [underline] [list] [link] [font color] [font style]

Text goes here

Program Success

6. Describe any challenges experienced in implementing the program in the PREVIOUS ACADEMIC year.

ABC [undo] [redo] [bulleted list] [numbered list] [link] [unlink] [text color] [background color] [font name] [font size] [bold] [italic] [underline] [list] [link] [font color] [font style]

Text goes here

Program Challenges

7. During the PREVIOUS ACADEMIC year, describe what type of self-assessment/evaluation activities occurred to strengthen the program. Include how staff improved and strengthened the individual student's out-of-school time instruction based on data gathered throughout the year. Identify methods and assessment tools used.

ABC [undo] [redo] [bulleted list] [numbered list] [link] [unlink] [text color] [background color] [font name] [font size] [bold] [italic] [underline] [list] [link] [font color] [font style]

Text goes here

Self Evaluation
Assessment Tools



5. Describe the activities that contributed to program success in the PREVIOUS ACADEMIC year.



Business Rule: Mandatory text entry.

6. Describe any challenges experienced in implementing the program in the PREVIOUS ACADEMIC year.



Business Rule: Mandatory text entry.

7. During the PREVIOUS ACADEMIC year, describe what type of self-assessment/evaluation activities occurred to strengthen the program. Include how staff improved and strengthened the individual student's out-of-school time instruction based on data gathered throughout the year. Identify methods and assessment tools used.



Business Rule: Mandatory text entry.



8. Describe how self-assessment/evaluation results from the PREVIOUS ACADEMIC year were communicated to all stakeholders and community members.

Text goes here

Self Evaluation Results Stakeholder Communication

9. Describe all sustainability activities that occurred during the PREVIOUS ACADEMIC year.

Text goes here

Sustainability Activities

10. Provide an overall description of any programmatic changes (e.g., staff, training, student activities, etc.) being proposed for the CONTINUATION year for the school year program and summer component.

Text goes here

Programmatic Changes



7. Describe how self-assessment/evaluation results from the PREVIOUS ACADEMIC year were communicated to all stakeholders and community members.

A large, empty rectangular text entry box with a light gray border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a multi-line text field.

Business Rule: Mandatory text entry.

8. Describe all sustainability activities that occurred during the PREVIOUS ACADEMIC year.

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Business Rule: Mandatory text entry.

9. Provide an overall description of any programmatic changes (e.g., staff, training, student activities, etc.) being proposed for the CONTINUATION year for the school year program and summer component.

A large, empty rectangular text entry box with a light gray border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a multi-line text field.

11. **Program Schedule for the CONTINUATION Year for the School Year and Summer Components:** Provide your program schedule for one week/month of programming for the after-school program. If a summer program is offered, provide your schedule for one week of the summer program as well. If the program schedule varies between sites, provide schedules for each.

Font Name Size

Text goes here

Program Schedule

12. **Family Engagement and Communication:** Describe: a) communication plan for reaching out and engaging families of the students to be served; b) specific activities for family engagement around support for students' academic needs (i.e., literacy and related educational development); and c) a schedule of when family engagement activities will occur in the CONTINUATION year.

Font Name Size

Text goes here

Family Engagement Communication

13. **Professional Development:** Describe the training and professional development activities that will be provided in the CONTINUATION year for staff, including volunteers. Provide a schedule of when professional development activities will occur.

Font Name Size

Text goes here

Professional Development



11. **Program Schedule for the CONTINUATION Year for the School Year and Summer Components:** Provide your program schedule for one week/month of programming for the after-school program. If a summer program is offered, provide your schedule for one week of the summer program as well. If the program schedule varies between sites, provide schedules for each.



HMB: New.

Business Rule: Mandatory text entry.

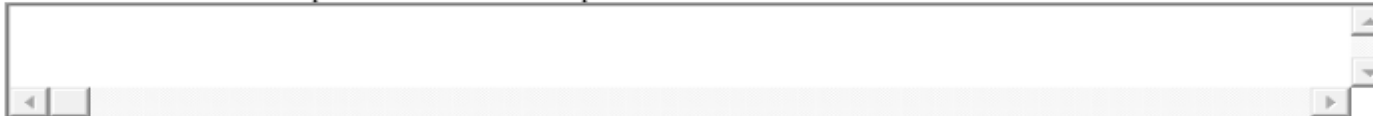
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HMB: New.

Business Rule: Mandatory text entry.

12. **Professional Development:** Describe the training and professional development activities that will be provided in the CONTINUATION year for staff, including volunteers. Provide a schedule of when professional development activities will occur.



HMB: New.

Business Rule: Mandatory text entry.



Related Documents

Related Document Associations

Fiscal Year: 2020 ▾
 Funding Application: 21st Century Community Learning Centers – Year 2 ▾ + Year 3
 Section: 21st Century Community Learning Centers - Year 2 ▾
 View



Red Arrow = New Change



Create Related Document Association

Action	Minimum Required	Maximum Allowed	Allow Link	Name	Document Template
	1 ▾	4 ▾	<input type="checkbox"/>	21st CCLC Basic Organization Information	[Update] [Delete] 21st CCLC Basic Program Information (Word)
	1 ▾	1 ▾	<input type="checkbox"/>	Statement of Assurances (template provided)	[Update] [Delete] 21st CCLC Statement of Assurances (PDF)
	1 ▾	1 ▾	<input type="checkbox"/>	Debarment Certification (template provided)	[Update] [Delete] 21st CCLC Debarment Certification (PDF)
	1 ▾	1 ▾	<input type="checkbox"/>	Criminal Background Check Certification	[Update] [Delete] 21st CCLC Criminal Background Check Certification (PDF)
	1 ▾	2 ▾	<input type="checkbox"/>	21st CCLC Budget Form FPD 208 awaiting finalized and vetted version	[Update] [Delete] 21st CCLC Budget Form FPD 208
	1 ▾	1 ▾	<input type="checkbox"/>	Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED	Upload New
	0 ▾	No Limit ▾	<input type="checkbox"/>	Private Schools Consultation Non-LEAs ONLY!!!	[Update] [Delete] 21st CCLC Private Schools Notification - Non-LEAs ONLY!!!
	0 ▾	1 ▾	<input type="checkbox"/>	21st CCLC Evaluation by Internal or External Vendor (if applicable) - TEMPLATE NOT PROVIDED	Upload New
	0 ▾	4 ▾	<input type="checkbox"/>	21st CCLC Partnership Agreement(s) - SAMPLE; TEMPLATE NOT PROVIDED	[Update] [Delete] 21st CCLC Partnership Agreement (PDF - SAMPLE ONLY)
	0 ▾	10 ▾	<input type="checkbox"/>	21st CCLC Budget Amendment Request Form FPD 209	[Update] [Delete] 21st CCLC Budget Form FPD 209 Template
	0 ▾	4 ▾	<input type="checkbox"/>	21st CCLC Programmatic Amendment Form	[Update] [Delete] 21st CCLC Programmatic Amendment Form
	0 ▾	1 ▾	<input type="checkbox"/>	21st CCLC Annual Program Evaluation Report the one sent by Susan on 7/18/19	[Update] [Delete] 21st CCLC Grantee Evaluation Report Template for 2018-19
	0 ▾	2 ▾	<input type="checkbox"/>	21st CCLC Asset Inventory	[Update] [Delete] 21st CCLC Asset Inventory
	0 ▾	No Limit ▾	<input type="checkbox"/>	21st CCLC Contracted Services (.3xx)	Upload New
	0 ▾	No Limit ▾	<input type="checkbox"/>	21st CCLC Field Trip Template	Upload New



**AFFIRMATION OF NOTIFICATION, INVITATION & CONSULTATION
FOR TITLE IV-B EQUITABLE SERVICES OFFERED TO PRIVATE SCHOOLS
BY A 21st CENTURY COMMUNITY LEARNING CENTER (21st CCLC PROGRAM)**

This form is to be used by charter schools and non-district organizations. (School districts use a different form.)

Private School:	Phone:	
21st CCLC PROGRAM:		

SECTION A: The private school representative checks one box.

A-1 ☐ **THE PRIVATE SCHOOL HEREBY AFFIRMS** that:

- a. the "Summary of Topics for Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children" was provided to the Private School by the 21st CCLC Program,
- b. the selections made in SECTION B (below) are based on timely and meaningful consultation with the 21st CCLC Program and on verifiable enrollment and eligibility data provided by the private school to the 21st CCLC Program,
- c. the proposed design of accepted service(s) is equitable with respect to eligible private school children and
- d. consultation shall continue throughout the implementation and assessment of all accepted programs.

OR

A-2 ☐ **THE PRIVATE SCHOOL HEREBY ASSERTS** that one or more of the four conditions listed above **have not been met**. Complaints or concerns regarding this process may be filed with the Equitable Services Ombudsman at NCDPI (919-807-3957).

SECTION B: 1- Only the private school may check the boxes in this section.

ACCEPT	DECLINE
<input type="checkbox"/> The private school hereby accepts participation in Title IV-B equitable services.	<input type="checkbox"/> The private school hereby declines participation in Title IV-B equitable services.

SECTION C: The private school representative provides a hand-written signature to affirm selections in A & B above.

Name of Private School Official:	Signature of Private School Official: ➤	Date Signed:
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SECTION D: If the private school representative did not complete Sections A, B & C, the 21st CCLC Program must check this box.

- ☐ THE 21st CCLC Program **HEREBY AFFIRMS** and has documented that the private school was notified of the availability of federally funded equitable services and was invited to consult, but the private school:
- a. did not complete Sections A, B & C,
 - b. actively refused the invitation to consult or
 - c. did not respond, despite three timely and direct invitations being sent.

SECTION E: The 21st CCLC Program official's signature is required in all cases.

Name of 21st CCLC Program Official:	Signature of 21st CCLC Program Official: ➤	Date Signed:
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NC 21ST CCLC FIELD TRIP APPROVAL FORM



Name of Program		Unit Number	
		Cohort	
Person Completing Form		Date of Form	



For each proposed school year field trip, complete and upload this form in the Related Documents section of CCIP with the continuation application for prior approval if requesting 21st CCLC reimbursement. Do not complete if there are no costs or if using other funding sources. Forms submitted after the September 30th, 2019 deadline will not be approved, and trips that occurred without prior approval will be subject to repayment.

Goal: List the goal(s) from the <u>grant application</u> that is (are) associated with the proposed field trip.		
Objective: List the objective(s) from <u>grant application</u> that is (are) associated with the proposed field trip.		
Description of Field Trip		
Date of TRIP:	Time:	Duration:
Location: (Name and address of field trip destination)	Distance: (Total number of miles round trip)	Type of Transportation:
Field Trip Destination: (List title and topic including website link(s), as applicable)		



Additional Related Documents

- Pay Rate Schedule
- Organizational Chart

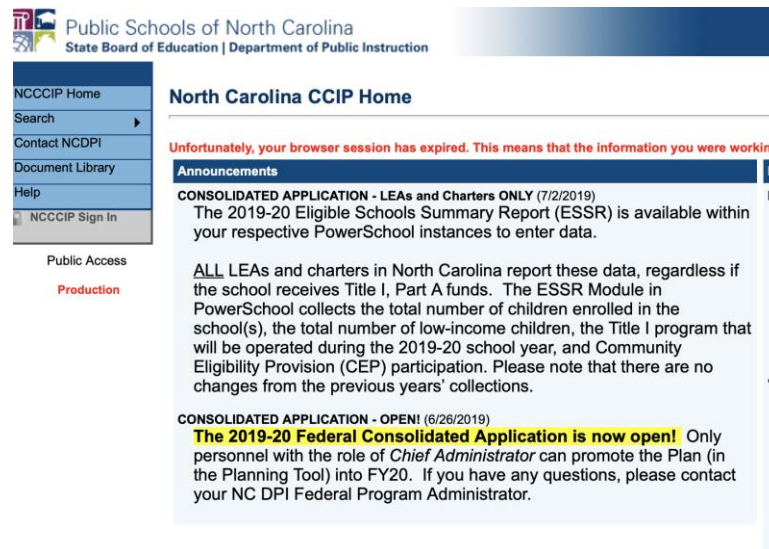


These two components will be newly added to the CCIP Application.



CCIP Continuation of Funding Application Process and Timeline

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Tips for a Quick CCIP Approval

- Complete all grant detail information.
- Complete and upload all related documents (if signatures are required ensure those documents are signed).
- Ensure budgets are uploaded with a reflective narrative for each line itemized in the budget.



Questions

